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Report.

Conf. States of Amer.

SURGEON GENERAL'S OFFICE,
Richmond, April 25, 1863.

The frequency with which Reports of Sick and Wounded reach this office incomplete and defective, and wholly unsuited to establish accurate and reliable statistics concerning the prevalence of disease throughout the army, suggests for the future guidance of Medical Officers, the following Instructions relative to their preparation:

I. In every case the spaces left in blank should be appropriately filled; not omitting to designate, in addition to the number of the Regiment, Battalion or Battery, the State in which it was raised, or if a Post, Hospital or Camp, the County and State in which it is situated.

II. Only cases of disease occurring *during* the month or quarter, should be admitted into the body of the Report; those remaining over from last Report, will be exhibited in the "General Summary," in the columns "Remaining last Quarterly or Monthly Report."

III. All deaths during the period covered by the Report, whether occurring among those taken sick or received into hospital during that or a previous period, will be entered on its face, opposite their appropriate diseases, and recorded on the back of the Report; but deaths occurring among those not on the Sick Report, as when killed in battle, or in any other violent and sudden manner, will alone be recorded on the back of the Report, "separated from the others by a double line drawn across the page."

IV. New diseases supervening upon those already registered, will be embraced in the body of the Report, and the number of such supervening cases noted on the margin. These subtracted from the whole number of cases, will indicate the actual number of patients to be accounted for ("Taken Sick during the Month or Quarter"), and which, when added to those "Remaining from last Report," will constitute the "Aggregate" of the General Summary.

V. In Quarterly Reports properly prepared, the figures in the columns headed, respectively, "Total by each Disease," and "Total by each Class," will correspond; and these again, or the sum "Total" in the Monthly Reports, provided there are no "Supervening Cases," or if there are, after their deduction from the others, with the figures in the column of the General Summary "Taken Sick during the Month or Quarter." So too the deaths entered in the body of the Report, will correspond with

the number in the General Summary, and with the number recorded by name on the back of the Report, above the "double line" mentioned in paragraph III; and the Discharges in the General Summary will likewise correspond with the number recorded by name above this "double line." And finally, if correct, the number still "Remaining Sick and Convalescent," will be shown by adding together the number disposed of in the several columns headed "Sent to General Hospital," "Returned to Duty," "On Furlough," "Discharged," "Deserted," and "Died," and subtracting the same from the "Aggregate;" the result corresponding with the number *actually* "Remaining Sick and Convalescent."

VI. No cases of disease other than those occurring among officers and soldiers, will be embraced in these reports. Any other cases, if noticed, will be reported separately.

VII. In the General Summary, the "mean strength" for the month is estimated, by adding together the number of officers and men present at stated periods of the month, and dividing the result by the number of such periods; and for the quarter, by summing up the "mean strength" for each month of the quarter, and dividing by the number of months.*

VIII. The "ratio of cases per thousand of mean strength" is calculated by multiplying the "number treated" (which corresponds too with the "aggregate") by one thousand, and dividing the result by the "mean strength;" and the "ratio of deaths per thousand of mean strength" is obtained in like manner, by multiplying the "deaths" by one thousand, and dividing the result by the "mean strength."

IX. In General Hospitals, the per centum of deaths occurring among the "number treated," will be estimated and expressed in decimals, carried out two figures.

X. Medical Officers, to whom any of these reports are to be rendered, or through whom they are to be sent, will examine them, and return for correction any that may require it; or failing to receive them in due time, will demand explanation from the delinquent officers, and exact compliance with the Regulations. The Monthly and Quarterly Reports from Medical Officers in charge of the sick and wounded, will be rendered within five days after the expiration of the month or quarter.

It is hoped that the foregoing brief explanations may enable Medical Officers who have thus far failed in this important duty, to make correct and reliable Reports.

S. P. MOORE,
Surgeon General.

A.

Provision Return for —— *Hospital,* —— *days, commencing* —— 186 , *and ending* —— 186 .

Men.	Days.	Rations.	Rations.	Rations.

MORNING REPORT

Calls for

Over or under issued on last return,

Entitled to

RATIONS OF		
	DRAWN.	COMMUTED.
Fresh beef.		
Bacon.		
Pork.		
Rice.		
Beans.		
Fruit.		
Potatoes.		
Coffee.		
Sugar.		
Vinegar.		
Candles.		
Soap.		
Salt.		
Molasses.		

DATE.	ENTITLED TO RATIONS.
1	
2	
3	
4	
5	
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25	
26	
27	
28	
29	
30	
31	
Total entitled to rations,	
No. of rations Morning Report called for on last return,	
Rations issued on Special Requisition,	
Total number of rations issued,	
Due the Government,	

I certify that the above is a true report of all entitle[illegible] rations in —— Hospital, ——, on the days named, copied from the Morning Reports.

—— ——, *Surgeon in charge.*

The A. C. S. will issue on the above return.

——— ———, ——— ———.

A.

—— *days, commencing* —— 186 , *and ending* —— 186 .

Rice.	Beans.	Fruit.	Potatoes.	Coffee.	Sugar.	Vinegar.	Candles.	Soap.	Salt.	Molasses.		

#143

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